

DOI Work Activity 76: Administer Employee and Labor Relations

Program Area:	Indirect Cost
End Outcome Goal:	Not applicable
Intermediate Outcome:	Not applicable
DOI Sub process:	5b - Sustain Organizations

Examples/Notes: Note: Use DOI Work Activity 76 - Administer Employee and Labor Relations, not DOI Work Activity 78 - Administer Internal Civil Rights, for complaints of discrimination based on sexual orientation. These are internal departmental processes, not Title VII matters.

Work Activity Description: Provide guidance and assistance to management and employees regarding all work associated with Employee Relations (ER)/Labor Relations (LR) issues, including grievances, disciplinary and performance-based actions, unfair labor practices and negotiations, Inspector General and other administrative investigations. Work activities also include processing incentive awards; conducting personnel security; determining employee suitability; and managing the employee assistance program, ethics program and performance management system.

Output: NA	Unit of Measure: NA
Inputs:	Cost Drivers: Workload requirements, external requirements (DOI, OMB, Congress)

System Interfaces:

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